
Getting Started with Dana

AlphaSmart, Inc.
www.alphasmart.com

AlphaSmart Sales and Technical Support

For AlphaSmart Sales and Technical Support contact information please see page 83.

Nothing in this manual may be reproduced in any manner, either wholly or in part, for any purpose whatsoever without written permission from AlphaSmart, Inc.

Be sure to make backup copies of all important data on other media to protect against data loss. Important: Please read the End User Software License Agreement with this product before using the accompanying software program(s). Using any part of the software indicates that you accept the terms of the End User Software License Agreement.

AlphaSmart, Dana by AlphaSmart, AlphaSmart 3000, and Renaissance Learning are trademarks of Renaissance Learning, Inc., and its subsidiaries, registered, common law, or pending registration in the United States and other countries. Microsoft Word and Excel are registered trademarks of the Microsoft Corporation. Macintosh is a registered trademark of Apple Computer, Inc. Palm OS is a registered trademark, and Palm, the Palm and the Palm Powered logos are trademarks of Palm, Inc. or its subsidiaries. Third-party products and brand names may be trademarks or registered trademarks of their respective owners.

Copyright 2007, Renaissance Learning, Inc. All rights reserved.

Contents

Chapter 1 - A Dana Tour

Utilizing Dana's wide screen	3
Preparing to use Dana	3
Charging Dana	4
Dana first time set up	4
WritePad basics	5
Using the screen's backlight	6
Adjusting the LCD contrast	7
Upgrading from a Palm OS handheld	7
Installing desktop software	8
Connecting Dana to a computer	11
Synchronizing data using HotSync	11

Chapter 2 - AlphaWord

AlphaWord Basics	13
Creating an AlphaWord document	14
Using Spell Check	15
Using Thesaurus	16
Printing	18
Connecting to your Computer	19
Send versus HotSync	19
HotSync a new AlphaWord document to your computer	19
Sending text to your computer	20
HotSync a desktop document to AlphaWord	21
AlphaWord In-depth	22
AlphaWord controls	22
Deleting a document	25
Installing additional fonts on Dana	25
Setting a file password	27

Chapter 3 - Onboard Applications

Launching Applications	29
Using Address Book	30
Creating an Address Book entry	30
Viewing and changing an Address Book entry	31
Deleting an Address Book entry	32
Using Date Book	32
Creating an event	32
Creating an untimed event	33

Creating a repeating or continuous event	35
Rescheduling an event	36
Changing the calendar view	36
Deleting an event.	37
Using To Do List	38
Creating a To Do List item	39
Changing a To Do List item	39
Marking a To Do List item complete	41
Deleting a To Do List item	41
Using Memo Pad	42
Creating a memo.	42
Reviewing and changing a memo	43
Deleting a memo	43
Printing from Date Book, Address Book, To Do List or Memo Pad	44
Preferences and other settings	45
Changing the Applications Launcher display.	45
Setting Date and Time preferences	45
Setting General preferences	48
Changing Formats preferences	49
Customizing keyboard settings	49
Chapter 4 - Dana In-Depth	
Beaming information	53
Beaming data	53
Beaming applications	54
Receiving beamed information	55
Beaming your business card	55
Installing applications	55
Resetting Dana	60
Performing a soft reset	60
Performing a hard reset.	61
Installing alkaline batteries	61
Using expansion cards	63
Inserting an expansion card.	63
Removing an expansion card	64
Frequently Asked Questions	64
Online Help and additional information	69
Appendix A - Keyboard Navigation	71
Appendix B - International and Special Characters	75
Appendix C - Warranty and Guarantee	81
Appendix D - Contact Information and Return Procedures	83

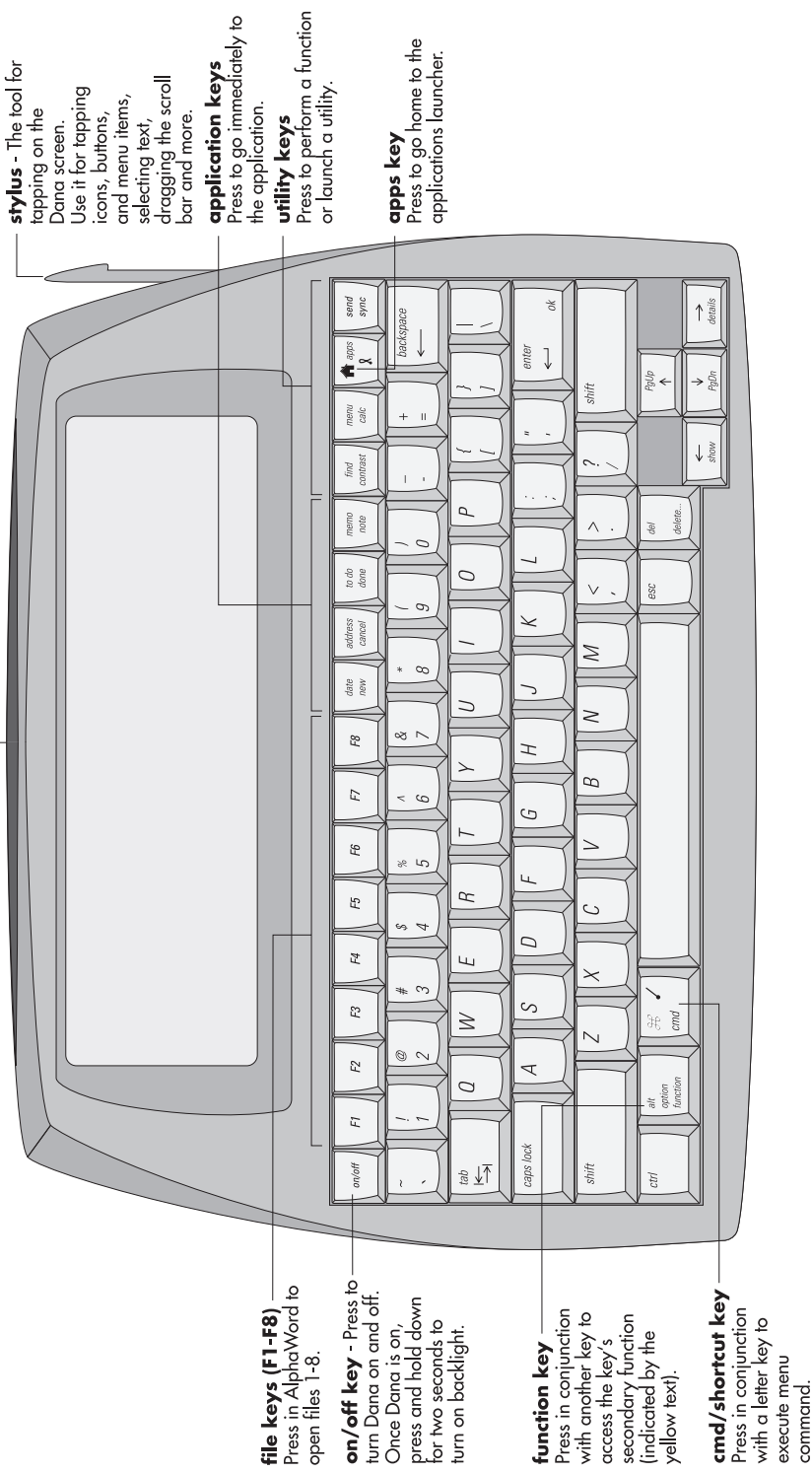
Dana™ by AlphaSmart® is the versatile laptop alternative for students, researchers and professionals on the go. It combines the convenience and affordability of a Palm-Powered™ device with the ergonomics of a lightweight laptop. Dana is easy to use, rugged and has exceptional battery life to keep you working while away from your computer. Use your new electronic notebook to do the following:

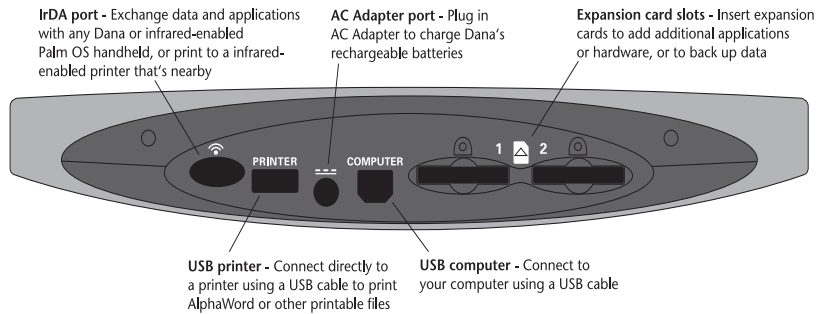
- Compose documents in AlphaWord, a full-featured word processor.
- Enter your schedule in Date Book, and set alarms to remind you of important meetings.
- Keep contact names, addresses, and phone numbers in Address Book.
- Prioritize and assign your tasks a due date in To Do List.
- Synchronize your data with Palm™ Desktop software on a Windows or Macintosh computer so you always have a copy.
- Insert Secure Digital (SD) or MultiMedia Card (MMC) expansion cards to add additional software applications or hardware, or to back up data.
- Beam information to another Dana or Palm OS ® handheld that has an IrDA (infrared) port; beam printable files to an IrDA-equipped printer.

This guide *Getting Started with Dana*, provides information about performing basic tasks on Dana and with Palm Desktop software. The guide generally gives the keyboard commands for a task, but you can also tap on Dana's screen with your stylus to perform most tasks. For information about performing more advanced tasks, refer to the *Dana User's Guide*. To open that guide, double-click DanaUsersGuide.pdf located in the DanaInfo folder inside the Palm folder on your computer.

***Documentation Note:** In this document keyboard keys will be shown in bold. Also any “two-key” key commands (i.e. **function-calc**) are executed by pressing the indicated keys simultaneously.*

I/O Panel - See I/O panel illustration.





Utilizing Dana's wide screen

Dana utilizes all the power and efficiency of the Palm operating system, and expands its capabilities with a larger screen, the inclusion of the AlphaWord word-processing application and many other features.

AlphaWord functions at the full Dana screen resolution of 160x560 pixels, and most of the standard Palm applications like Address Book, To Do List, Memo Pad and Date Book have also been updated to take advantage of the larger screen.

However, other Palm programs might not have been revised to run on Dana's larger screen. The functionality of the Palm program won't be restricted in any way, but the program will run in narrow mode (centered in the middle of the Dana screen).

Preparing to use Dana

Before you begin using Dana and the Palm desktop software, you must complete a few easy installation steps.

Important: *The version of Palm Desktop Software that comes with Dana **must** be installed **before** connecting Dana to a computer.*

Charging Dana

Dana comes with a rechargeable battery that recharges whenever it is connected to its AC Adapter or to the computer via a USB cable (charging will only occur while the computer is on). You can also use standard AA alkaline batteries (not included).

You will need to connect Dana to the AC adapter for four hours or the computer for eight hours to get a full charge. Use the AC adapter that comes with Dana, or one that meets the following specification: Input: AC 120v 60Hz 9W Output: DC 7.5V 500 mA. A fully charged Dana should run for over 25 hours.

Using the AC adapter

1. Connect the AC adapter to the Dana AC port.
2. Plug the AC adapter into any AC current outlet.

Dana first time set up

1. Press the **on/off** key to turn on Dana.
2. Follow the on screen instructions to calibrate the Dana screen and set the current date and time.

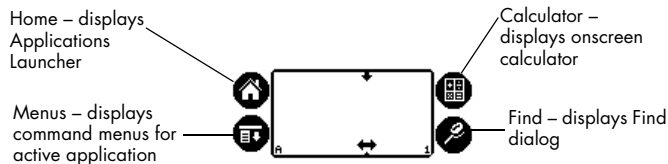
Note: *If Dana does not turn on, see “Frequently Asked Questions” on page 64 for troubleshooting suggestions.*

Important: *For users outside the United States, choose the same language for Dana and Palm Desktop software. Choosing a language that does not match the Palm Desktop software is not*

recommended or supported, and may result in data loss. If you need to reselect a language on Dana, you must perform a hard reset. See “Resetting Dana” on page 60 for details.

WritePad basics

The WritePad provides a quick means to access applications, their menus and some special functions. The illustration below gives a functional overview of WritePad features.



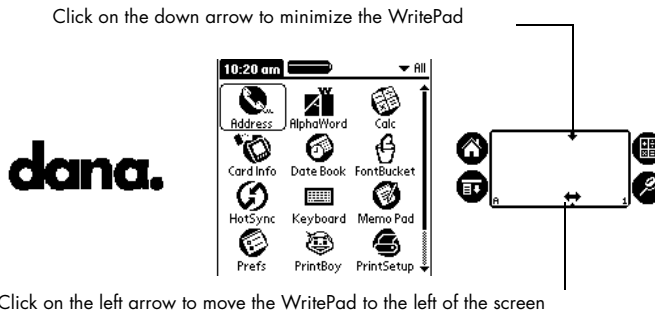
***Note:** WritePad is only displayed for applications running in narrow mode (including those on a rotated screen).*

Entering data

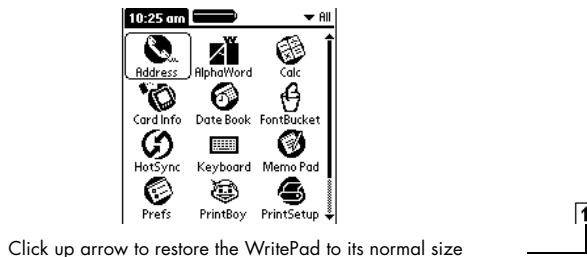
The most obvious way of entering data on Dana is using its full-size keyboard. For applications running in narrow mode, you can also enter data using the onscreen keyboard or Graffiti® 2 writing on the WritePad. To find out more information, launch the Graffiti application. You can also accept beamed data from another Dana or Palm OS handheld that has an infrared port. See “Beaming information” on page 53 for details.

Adjusting the WritePad

You can select the side of the screen where the WritePad displays by clicking on the right or left arrow at the bottom of the WritePad screen.



You can also minimize the WritePad by clicking on the single arrow at the top of the WritePad screen.



Using the screen's backlight

Warning: Using the backlight feature significantly reduces battery life.

1. Press the **on/off** key to turn Dana on.
2. Press the **on/off** key again and hold for about two seconds. Release the key when the backlight turns on.
3. Press the **on/off** key and hold for about two seconds to turn off the backlight.

Note: The backlight also turns off automatically after a period of inactivity defined by the Auto-off setting. See “Setting General preferences” on page 48 for details.

Adjusting the LCD contrast

1. Press **function-contrast** (hold down the function and contrast keys at the same time) to bring up the Adjust Contrast dialog.
2. Adjust the contrast setting by pressing **function-PgUp** or **function-PgDn** on your keyboard.



3. Tap Done.

Upgrading from a Palm OS handheld

If you already own a Palm OS handheld, you **must** install the version of Palm Desktop software that comes with Dana before connecting Dana to your computer via a USB cable. Also, perform a HotSync® operation using your old handheld and cradle/cable **before** you install the new Palm Desktop software. This ensures that all data on your handheld is on your desktop computer, and is available for easy transfer to Dana.

If you want to continue using your old Palm OS handheld as well as Dana, you will need to choose a new user name for Dana during Palm Desktop software install on a PC or during the first HotSync on a Macintosh. You will also need to export any data from Palm Desktop

software that you want to transfer to Dana. Later you can import this data into your new Dana user name.

Exporting/Importing Data from Palm Desktop Software

1. Launch the Palm Desktop Software you use with your old handheld.
2. Go to an application you want to export data from (i.e. Date Book).
3. Select Export under the File menu.
4. Type in a file name and click the Export button.
5. Repeat steps 2-4 for the other applications (i.e. Address Book, To Do List, and Memo Pad).
6. Once you have completed “Installing desktop software” on page 8, launch the new version of Palm Desktop software. Select Import under the File menu to import the files that you exported in step 4.

Each device should have a unique name

To prevent unexpected results during HotSync operations and possible data loss, Danas that HotSync to the same computer should not have the same user name. If you plan to continue using your old handheld as well as Dana, make sure you create a new user name for Dana.

Installing desktop software

Palm Desktop software includes most of the same applications found on Dana: Date Book, Address Book, To Do List and Memo

Pad. You can use the HotSync Manager to backup and exchange data between Dana and your computer.

If you are upgrading, you may want to create a copy of your old Palm Desktop software folder and its contents before installing new Palm Desktop software. This is optional. If you do this, rename the copied folder (for example, Palm Backup), and store it outside the Palm Desktop software folder.

Important: The version of Palm Desktop Software that comes with Dana **must** be installed **before** connecting Dana to a computer.

Note: If you are using Microsoft Outlook or other organizer software instead of Palm Desktop software, you will need to complete the Palm Desktop software installation to ensure that HotSync Manager, conduit software, and other features of Palm Desktop software are installed on your computer.

Installing Palm Desktop software on a PC

Note: If you are upgrading and your old Palm Desktop software is version 1.0 or 2.0, copy your old Palm Desktop software folder and its contents into a folder of a different name (for example, Palm Backup), then uninstall your old Palm Desktop software.

Important: Palm Desktop Software for the PC requires Windows 98 or newer.

1. Insert the Palm Desktop for Dana Software CD-ROM into the CD-ROM drive
2. When the window showing the CD's contents opens, double-click on setup.exe.

Note: If a window showing the CD's contents does not appear, click the Windows Start button, choose Run,

enter D:\setup.exe, and then click OK. If necessary, replace D: with the drive letter assigned to your CD-ROM drive.

3. When the Palm Desktop software Installer Menu screen appears, click the Install button to begin the installation procedure.
4. Follow the onscreen instructions to complete the installation.

Important: *If you already own a Palm OS handheld and want to continue using it, you should create a new user name to use with Dana.*

During installation, you may be asked to connect Dana to the computer using the USB cable.

Installing Palm Desktop software on a Macintosh

Note: *If you are upgrading and your old Palm Desktop software is version 1.0 or 2.0, copy your old Palm Desktop software folder and its contents into a folder of a different name (for example, Palm Backup), then uninstall your old Palm Desktop software.*

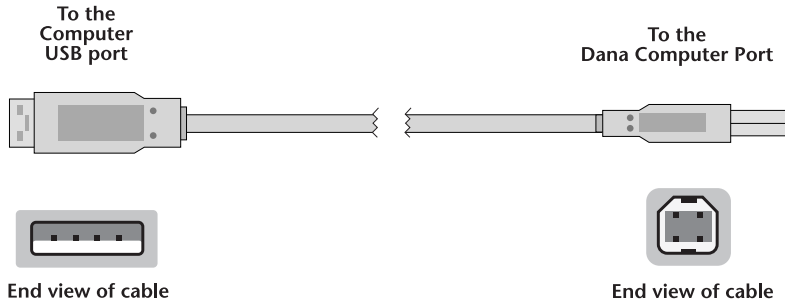
Important: *Palm Desktop Software for the Macintosh requires OS 9 or higher.*

1. Insert the Palm Desktop for Dana Software CD-ROM into the CD-ROM drive.
2. Double-click the Palm Desktop CD icon.
3. Double-click the Palm Desktop Installer icon.
4. Follow the onscreen instructions to complete the installation.

Connecting Dana to a computer

Dana comes with a USB cable for connecting to a PC or Macintosh for the speedy exchange and update of applications and files.

1. Connect one end of the USB cable to the Dana computer port.
2. Connect the other end of the cable to a USB port on the computer.



3. The computer will automatically recognize the connection

Synchronizing data using HotSync

The HotSync® process automatically synchronizes—that is, exchanges and updates—data between Dana and the Palm Desktop software on your computer. Changes you make on Dana or Palm Desktop software appear in both places after a HotSync operation.

1. Connect Dana to a computer with the USB cable.

Important: *The version of Palm Desktop Software that comes with Dana **must** be installed **before** a Hotsync.*

2. Press **function-sync** (hold down the **function** and **sync** keys simultaneously on Dana).
3. When the Users dialog box appears, on a PC select the user name you entered when you installed the Palm Desktop software. On a

Macintosh enter a new user name, or choose an existing name if you are upgrading and no longer wish to use your old handheld. See “Upgrading from a Palm OS handheld” on page 7 for more information.

4. Wait for a message on Dana indicating that the process is complete before disconnecting Dana from the USB cable.

***Note:** Your user name is the connection between Dana and your computer. If sharing Palm Desktop software with another user, change users by selecting a name from the User list in the top right corner of Palm Desktop.*

AlphaWord is a full-featured word processor that lets you create, format (including setting fonts, justification, line spacing, indents), and edit documents. These documents can then be printed or transferred to a computer via a USB cable or a wireless connection. This chapter will cover the fundamentals of AlphaWord.

AlphaWord Basics

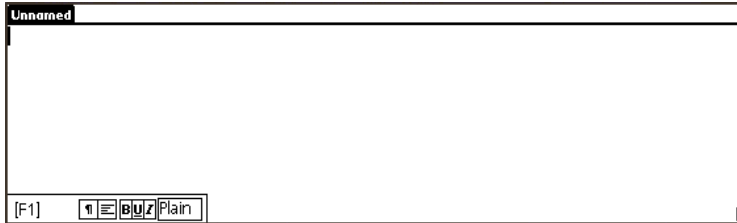
Files 1-8

In AlphaWord you are always in one of eight workspaces that you can instantly access using their corresponding file keys (F1-F8). You can use the workspaces for your work in progress. When you press one of the file keys in AlphaWord, the associated file immediately opens. This eliminates having to scroll through a long list of files to find the one you want to open. If there is no file associated with the file key you pressed, then a new file is created.

Tip: To replace a file associated with a workspace with a different file, press the menu key, then select File New for a new file or File Open for an existing file.

Creating an AlphaWord document

1. Press the **memo** key or tap the AlphaWord icon in the Applications Launcher.



2. If there are no existing files AlphaWord will automatically open a new file, otherwise select New under the File menu.

Note: *The first time you start AlphaWord it will automatically open a new file; otherwise, it will go to the file you were in last. Press one of the F1-F8 keys, to go to the file associated with that workspace.*

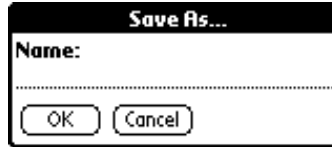
3. Enter the text you want to appear in the document.

Note: *To use Tab in documents see "Tab key option" on page 49.*

4. Use the buttons on the toolbar to add formatting including setting fonts, justification, line spacing, indents, etc.
5. To name your file, choose Save As under the File menu.

Note: *Once you've named your file, AlphaWord automatically saves it when you leave AlphaWord or open another file, so you don't need to worry about losing your data. You can also force AlphaWord to save at any time by choosing File Save.*

-
6. Enter a name for the new document, and then press **function-ok**.

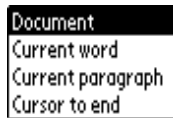


Using Spell Check

1. Create a document or open an existing document.
2. Press the **menu** key. Under the Edit menu tap Check Spelling.

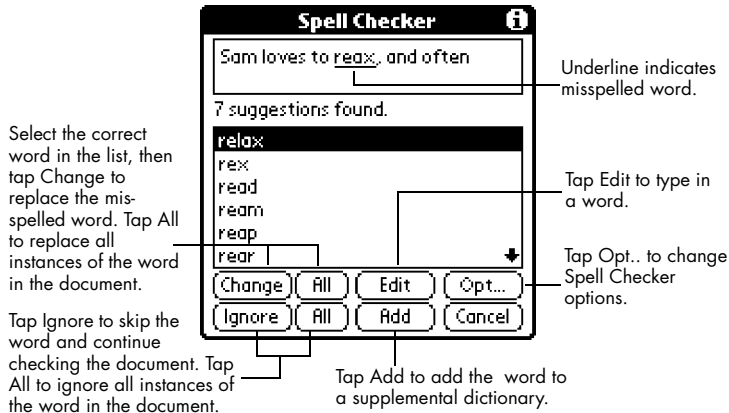
***Note:** The larger data file for the Spell Checker that contains more words (AWSpellLarge.pdb) should be automatically installed the first time you HotSync. To check if it is installed: press the apps key, then press the menu key and select Info under the App menu. If SpellData is in the list, then the larger data file is installed. If it isn't, you can HotSync it to Dana now. AWSpellLarge.pdb is located in the DanaExtras folder under the Palm folder on your computer. For more information on HotSyncing the file to Dana, see "Installing applications" on page 55.*

3. Tap the selection you want to spell check.



***Tip:** To bypass this menu, select the text you want to spell check before choosing Check Spelling from the menu.*

4. Tap the appropriate button.

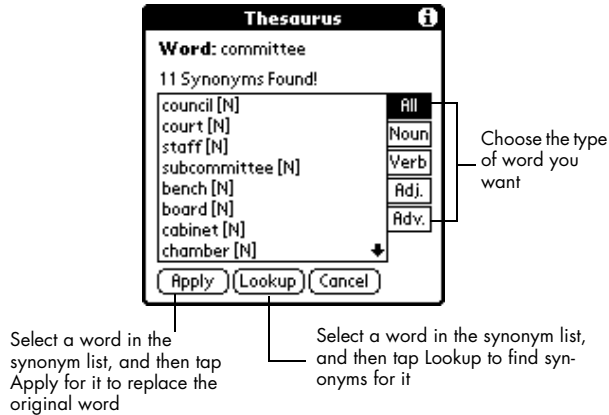


Using Thesaurus

1. Create a document or open an existing document.
2. Select the word for which you want to find a synonym.
3. Press the **menu** key. Under the Edit menu tap Thesaurus.

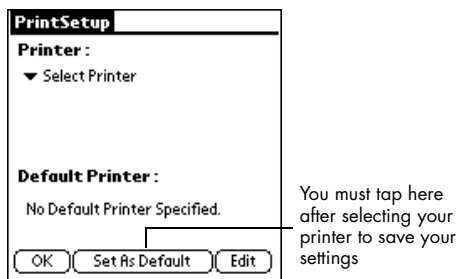
***Note:** The data file for the Thesaurus (ThesData.PDB) should be automatically installed the first time you HotSync. If it isn't, you can HotSync it to Dana now. It can be found in the DanaExtras folder under the Palm folder on your computer. For more information, see "Installing applications" on page 55.*

4. Tap the appropriate button.



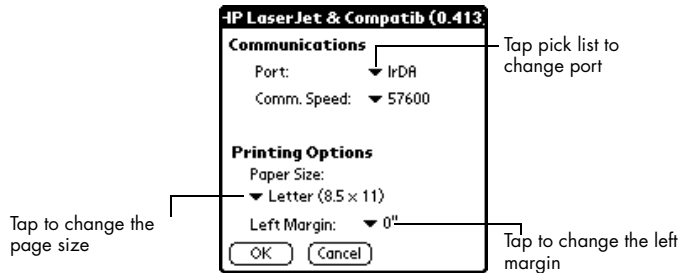
Printing Setup

1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the Print icon.
3. Tap the Setup button.



4. Choose your printer from the Printer pick list.
5. Tap the Set As Default button.

6. Tap the Edit button.



7. Choose IrDA or USB from the Port: pick list. Tap OK.

Important: You must tap OK on this screen for Dana to print.

8. Tap OK.

Printing

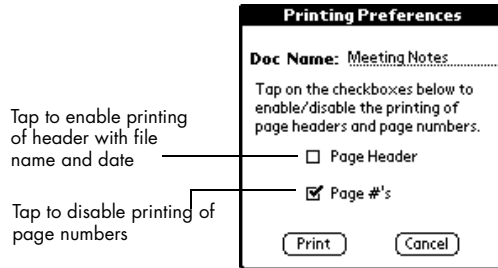
Dana comes with PrintBoy Anywhere which lets you print from AlphaWord as well as other applications. For more information on printing from other applications see “Printing from Date Book, Address Book, To Do List or Memo Pad” on page 44.

1. Open the document you want to print in AlphaWord.

Tip: You can also print documents directly from the PrintBoy application. For more information see the Dana User's Guide.

2. If you are printing via USB, connect one end of the USB cable to the Dana printer port and connect the other end of the cable to the printer. If you are printing via infrared (IrDA), point Dana's IrDA port at the Printer's IrDA port.
3. Press the **menu** key, and then under the File menu tap Print.

-
4. Tap a checkbox if needed, and then tap the Print button.



Connecting to your Computer

Send versus HotSync

AlphaWord gives you two options for transferring information to a desktop computer. *HotSync* will transfer your document and preserve its formatting (fonts, justification, line spacing, indents, etc.) The document can then be opened in any application that can read RTF files (Rich Text Format) including Microsoft Word, WordPad, AppleWorks, etc. *Send* will send plain text (no formatting) to any application that accepts text. *HotSync* works with a USB connection, while *Send* works with either a USB or wireless (IrDA) connection.

HotSync a new AlphaWord document to your computer

1. Create and save a document.
2. Press the apps key.
3. Connect Dana to your computer via a USB cable, then press function-sync.

Important: *The version of Palm Desktop Software that comes with Dana **must** be installed **before** a Hotsync.*

4. HotSync will put the new document in your My Documents folder (PC) or the AlphaWord folder inside your Palm user folder inside the Palm desktop folder under Documents (Macintosh).

Note: *If you specified a different folder for AlphaWord documents in AlphaWord Sync preferences, Hotsync will put your documents there.*

5. To open the document, launch AlphaWord Sync on your computer, select the document and double-click on it.

Warning: *By default if you have edited a document on your desktop and Dana, HotSync treats the document on Dana as the latest version of the document, and backs up the version on your desktop. For more information on synchronization see the Dana User's Guide.*

Sending text to your computer

To send text without formatting (such as fonts, justification, spacing, etc.) to an application on your PC or Macintosh, follow these steps:

1. On a PC or Macintosh open any application that accepts text, and open a new file.

Note: *If you are transferring text via a wireless connection (IrDA), launch AlphaBeam on your computer. For more information on installing AlphaBeam see the Dana User's Guide.*

2. On Dana open the document you want to transfer.

-
3. Connect Dana to your computer via a USB cable or point Dana's infrared port at your computer's IrDA port, then press **send**.
 4. The text will appear in the application on the Macintosh or PC.

***Note:** For wireless (IrDA) transfer there is file size limit of 50K on a PC and 32K on a Macintosh.*

HotSync a desktop document to AlphaWord

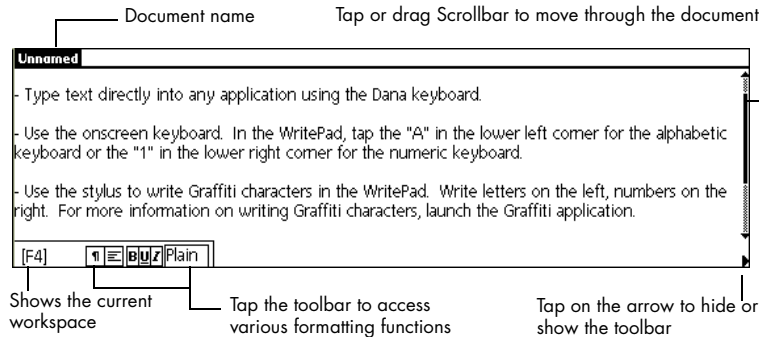
On a PC you can HotSync any Microsoft Word or RTF (Rich Text Format) file. On a Macintosh you can HotSync any RTF file. Text files on a Macintosh or a PC must be converted to the correct format before they can be transferred to AlphaWord.







***Tip:** To convert a file to RTF (Rich Text Format) use the File Save As command (found in most word processors). Open the file in your word processor and choose File Save As.*


1. Launch AlphaWord Sync on your computer.
2. To select which document(s) will be sent to AlphaWord either:
 - Drag-and-drop the document onto the AlphaWord Sync window.
 - In AlphaWord Sync use the Add button to select a document.
3. Press the **apps** key on Dana.
4. Connect Dana to your computer via a USB cable, then press **function-sync**.
5. When HotSync is done, the document will be in the AlphaWord file list. Select Open under the File menu to view the document in AlphaWord.

AlphaWord In-depth

AlphaWord controls



- **Paragraph formatting button**  Opens the paragraph formatting dialog box (covers justification, indenting, line spacing, etc.)
- **Justification button**  Indicates whether the memo is left, right, full justified, or centered. Tap to change the justification.
- **Bold button**  Turns on bold. Highlighted if enabled.
- **Underline button**  Turns on underline. Highlighted if enabled.
- **Italics button**  Turns on italics. Highlighted if enabled.
- **Fonts button**  Indicates what Font type and characteristics have been selected. Tap to change fonts.

-
- **Arrow**  Tap the arrow in the right hand corner to hide the toolbar. Tap on it again to get it back.
 - **Scrollbar** Moves the cursor up and down in the document. Slowly scroll by putting your stylus on the up or down arrow, or quickly move through the document by dragging the bar on the scrollbar.

Cursor movement

In AlphaWord (and other Dana applications), you can move the cursor using the following keystrokes:

TABLE 1. Cursor Movement Keyboard Commands

Ctrl-Left Arrow	move cursor to the previous word
Ctrl-Right Arrow	move cursor to the next word
Cmd-Left Arrow	move cursor to the beginning of the line
Cmd-Right Arrow	move cursor to the end of the line
Cmd-T	move cursor to the top of the document
Cmd-E	move cursor to the bottom of the document

Text selection

You can select text by using these keyboard keys:

TABLE 2. Text Selection Keyboard Commands

Shift-Left Arrow	select one character to the left
Shift-Right Arrow	select one character to the right
Ctrl-Shift-Left Arrow	select previous word
Ctrl-Shift-Right Arrow	select next word

TABLE 2. Text Selection Keyboard Commands

Shift-Up Arrow	select the previous line
Shift-Down Arrow	select the next line

Cut, copy, paste and select

These commands are equivalent to those used on PCs or Macintosh:

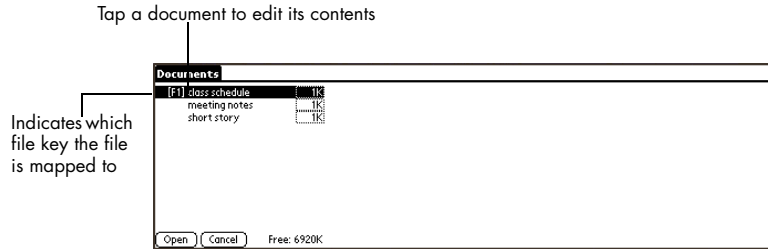
TABLE 3. Text Manipulation Keyboard Commands

Ctrl-C or cmd-C	copy selected text into the clipboard
Ctrl-V or cmd-V	paste the text from the clipboard
Ctrl-X or cmd-X	cut selected text into the clipboard
Ctrl-A or cmd-A	select all text in the current text field or document
Ctrl-backspace	deletes previous word
Ctrl-del	deletes next word

Editing an existing AlphaWord document

1. If the file you want to open is associated with a workspace, then just press the appropriate file key (F1-F8) to open the file.
2. If the file you want to open is not associated with a workspace, press the **menu** key. Select Open under the File menu.

-
3. Use the up or down arrow key to highlight the document you want to view or edit, then press the **enter** key.



Deleting a document

1. Open the file you want to delete.
2. Press the **menu** key. Select Delete Doc under the File menu.
3. Tap OK.

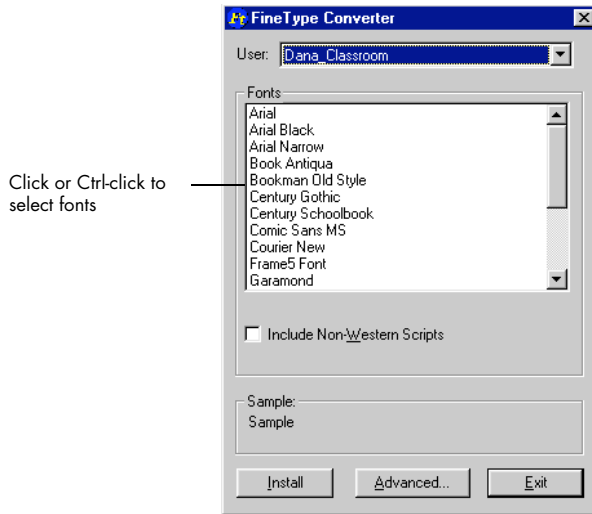
Installing additional fonts on Dana

AlphaWord allows you to add additional fonts to use in your documents to improve their appearance and readability.

1. Launch FineType Converter on your PC. FineType Converter is automatically installed on your desktop when you install Palm Desktop Software.

Note for Macintosh Users: FineType Converter is only available for Windows. If you have access to a PC, we suggest installing fonts from there or if you have a

handheld device you've already installed them on from a PC, you can beam them to your Dana.



2. Click on the font name you want to install, then click on the Install button.

***Tip:** To select multiple fonts, hold down the **Ctrl** key while clicking the fonts.*

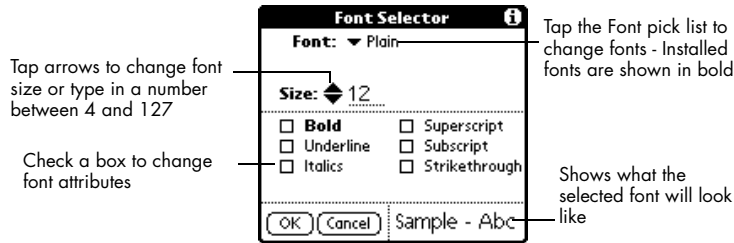
3. HotSync to install the selected fonts on Dana.

***Note:** Fonts take up memory on Dana, so only load fonts that you will really use.*

Using Fonts

1. Open the document whose fonts you want to change.

2. Tap the fonts button on the toolbar or choose Font from the Format menu.

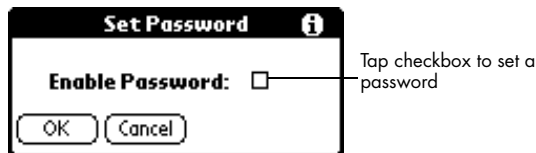


3. Choose a font from the Font: pick list.
4. Tap the OK button.

***Note:** A font may appear in the Font: list, but not display in AlphaWord or the Sample box. A font will only display if the actual font has been installed on Dana. In the Font: list installed fonts are shown in bold. If you choose a font that is not installed on Dana, but is installed on your computer, when you send the document back to your computer the font will display.*

Setting a file password

1. Open the document that you want to password protect.
2. Press the **menu** key. Select Set Password under the File menu.
3. Tap the Enable Password checkbox.



4. Type in a password that is between 1 and 30 alphanumeric characters. Tap OK. Tap OK.

Tip: Passwords are case sensitive, so make sure caps lock is not on when entering your password.



5. Next time you open the document you will be prompted for a password.

Tip: If you forget the password for a file, you can open the file using the master password. To obtain the master password contact technical support using the contact information listed on page 83.

Turning off a file password

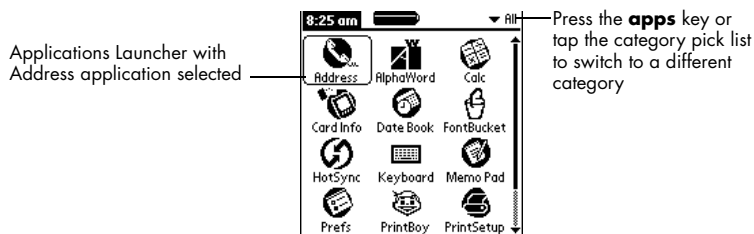
1. Open the password protected document.
2. Press the **menu** key. Select Set Password under the File menu.
3. Uncheck the Enable Password checkbox.
4. Tap OK.

Dana includes many of the standard Palm applications, as well as some of its own. This chapter will review the fundamentals of those applications. See the *Dana User's Guide* for more in-depth information on all program features.

Launching Applications

When you turn on Dana, the Applications Launcher displays a list of all the applications on Dana. You can always return home to the Applications Launcher by simply pressing the **apps** key. You can also display only selected applications by arranging applications into categories. Press the **apps** key repeatedly to cycle through all the categories.

A rectangle around the Address book icon shows that it is selected. Once selected, any application can be launched by pressing the **enter** key. You can also launch an application by tapping it with the stylus.



Selecting applications:

- Use the arrow keys to move between applications, or the Tab key to cycle through all the applications from left to right.
- You can also select an application by typing the first letter of an application's name, which will jump the selection box to the application. If more than one application starts with the same letter, then type the first few letters of the one you want to select.

Using Address Book

Address Book enables you to store names, addresses, phone numbers, and other information about your personal and business contacts.

Creating an Address Book entry

1. Press the **address** key or tap the Address icon in the Applications Launcher.
2. Tap the New button.

Tab to a line to enter data

function-PgDn or function-PgUp to move between pages

3. Enter the information you want to add.

***Note:** As you enter letters in some fields, matching entries in your Address Book appear. For example, if you have San Jose and Saratoga in your Address Book and you enter “S,” Saratoga appears, then as you enter “a” and “n” San Jose replaces Saratoga. To accept the word, tap the next field.*

4. After you finish entering information, tap the Done button.

***Tip:** You can also import a database into Palm Desktop software and transfer it to Dana during the next HotSync operation. See the Dana User’s Guide and Palm Desktop online Help for more information.*

Viewing and changing an Address Book entry

1. Tap the entry you want to view or change in the Address List screen.
2. Tap the Edit button and make your changes.
3. Tap the Details button.

The screenshot shows the 'Address Edit' screen with a form for entering contact information. The form includes fields for Last name (Abrams), First name (Liz), Title, Company, and various phone numbers (Work: 423-6221, Home, Fax, Other, E-mail). A 'Details...' button is visible at the bottom. An 'Address Entry Details' dialog box is open, showing options for 'Show in List' (Work), 'Category' (Unfiled), and 'Private' (unchecked). The dialog box has 'OK', 'Cancel', 'Delete...', and 'Note' buttons.

4. Select any of these settings:
 - **Show in List:** Select which information appears in the Address list screen: Work, Home, Fax, Other, E-mail, Main, Pager and Mobile
 - **Category:** Assign the entry to a category

-
- **Private:** Hide or mask this entry when Security is turned on. You must install the Security application to enable this feature. For more information see the *Dana User's Guide*.
5. Tap OK.

Deleting an Address Book entry

1. Tap the entry you want to delete.
2. Press the **menu** key.
3. Under the Record menu, tap Delete Address.

Note: If you want to save a copy of the deleted item to an archive file in Palm Desktop software, select the check box in the confirmation dialog box.

4. Tap OK.

*Tip: You can also delete an entry by opening the Address Entry Details dialog box, pressing **function-delete...**, and then pressing **function-ok**.*

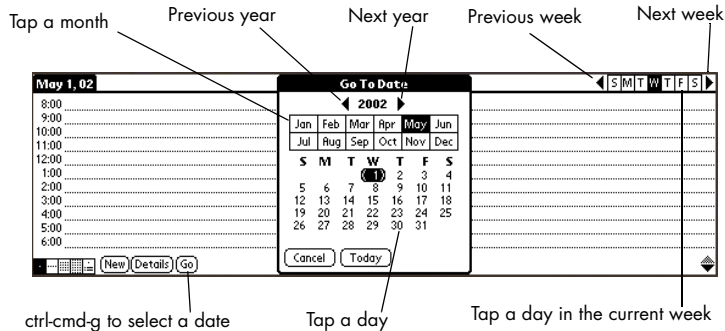
Using Date Book

Date Book lets you quickly and easily schedule appointments or any kind of “event” associated with a time and date.

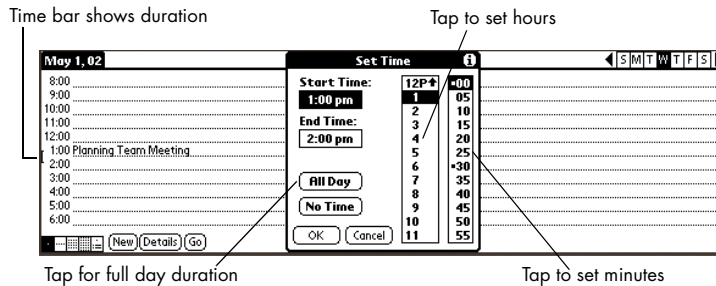
Creating an event

1. Press the **date** key or tap the Date Book icon in the Applications Launcher.

2. Tap the Go button and select the date you want for the event.



3. Tap the New button.
4. Enter the Start Time for the event. If the event is longer or shorter than an hour, enter an End Time, and then tap OK.
5. Enter a description of the event.



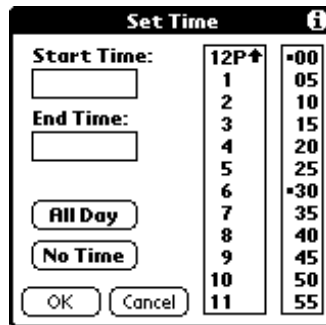
Tip: You can define the default duration for All Day events in Date Book preferences.

Creating an untimed event

You can also schedule events in your Date Book that occur on a particular date but have no specific start or end times, such as

birthdays, holidays, and anniversaries. These are referred to as “untimed events.” Untimed events appear at the top of the list of times, marked with a diamond. You can have more than one untimed event on a particular date.

1. Tap the date that you want for the event.
2. Tap the New button.
3. Tap the No Time button, so that no start or end times are defined for the event.



The "Set Time" dialog box has a title bar with "Set Time" and an information icon. It contains two input fields: "Start Time:" and "End Time:". To the right of these fields is a time picker with a vertical column of numbers from 1 to 11, and two columns of minutes: 00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55. The "Start Time:" field is currently set to 12:00. Below the input fields are three buttons: "All Day", "No Time", and "OK". There is also a "Cancel" button at the bottom right.

4. Enter a description of the event.



The "Date Book" screen shows a calendar for May 2, 02. At the top, there is a header with the date and a navigation bar with buttons for "S", "M", "T", "W", "T", "F", "S". Below the header is a list of times from 8:00 to 5:00. An event titled "Call David" is listed at 12:00. A line points to this event with the label "New untimed event". At the bottom of the screen, there are three buttons: "(New)", "(Details)", and "(Go)".

Tap the event time (i.e., 12:00) to change to no time

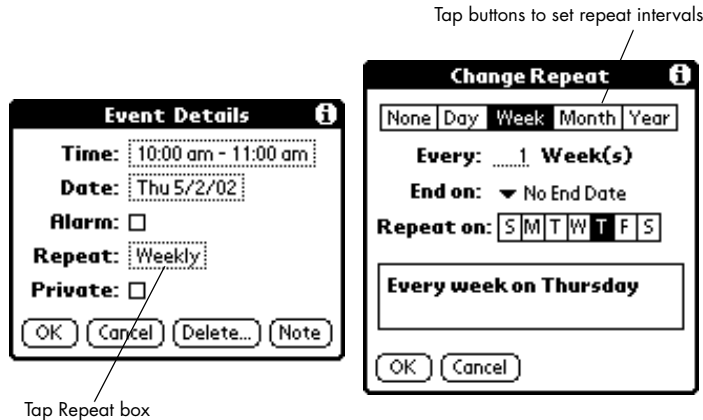
***Tip:** If you create an event and decide there is no start or end time, you can change it to an untimed event. Tap the time of the event in the Date Book screen, tap No Time, and then tap OK.*

Creating a repeating or continuous event

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

A birthday is a good example of an event that repeats annually. Another example is a weekly guitar lesson that falls on the same day of the week and the same time of day. A business trip or a vacation is an example of a continuous event.

1. Tap the event.
2. Tap the Details button.
3. Tap the Repeat box.



4. Tap the repeat interval.

Tip: For a continuous event, select Day.

5. Enter a number on the Every line to indicate the frequency.

For example, if you select Month and enter the number 2, the event repeats every other month.

6. (Optional) Tap the End on pick list, tap Choose Date, and select an end date. Tap OK.

-
7. Tap OK. A repeat icon appears to the far right of the event.

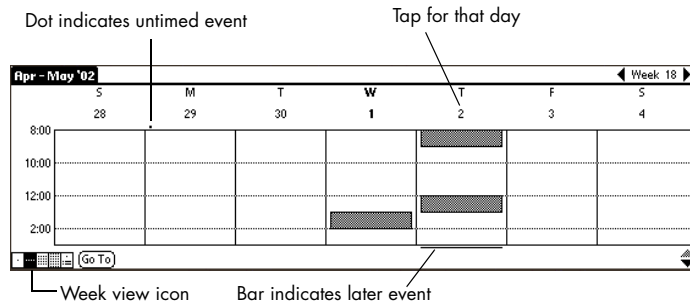
Rescheduling an event

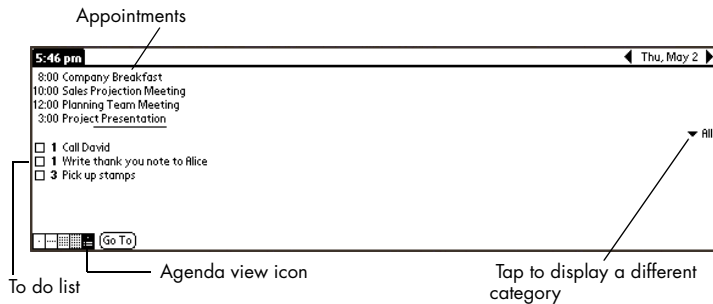
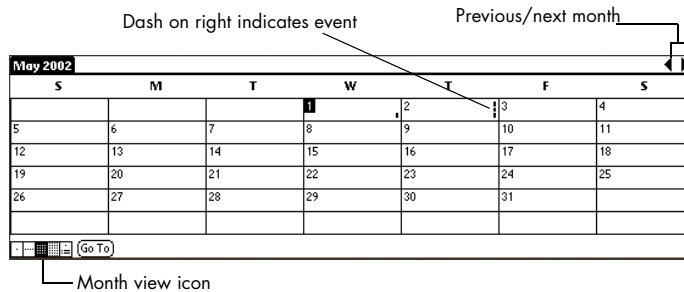
1. Tap the event you want to reschedule.
2. Tap the Details button.
3. Tap the Time box and select a new time.
4. Tap the Date box and select a new date.
5. Tap OK.

Changing the calendar view

In addition to displaying the time list for a specific day, you can also display a whole week, a month, or an agenda.

- Tap a view icon to display another view.



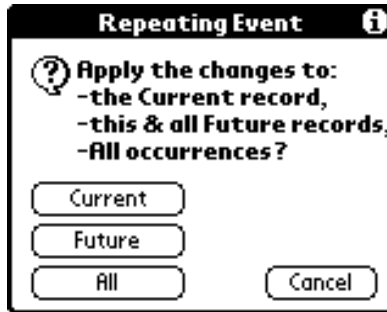


Tip: You can also press the date key repeatedly to display the next view.

Deleting an event

1. Tap the event you want to delete.
2. Press the menu key.
3. Under the Record menu, tap Delete Event.

-
4. If you're deleting a repeating event, tap the appropriate button:



- **Current:** Deletes only the current event item.
- **Future:** Deletes the current and all future event items and resets the end date of repeating event to the last shown date.
- **All:** Deletes all occurrences of the repeating event.

***Note:** If you want to save a copy of the deleted item to an archive file in Palm Desktop software, select the check box in the confirmation dialog box.*

5. Tap OK.

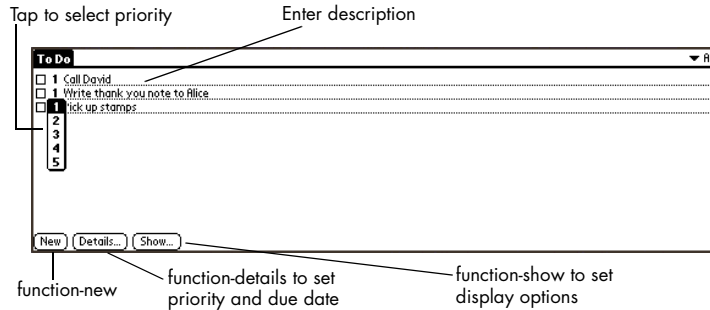
***Tip:** You can also delete an event by deleting the text, or by opening the Event Details dialog box, pressing **function-delete...**, and then pressing **function-ok**.*

Using To Do List

To Do List is a convenient place to create reminders and prioritize the things that you have to do. A record in To Do List is called an “item.”

Creating a To Do List item

1. Press the **to do** key or tap the To Do List icon in the Applications Launcher.
2. Tap the New button.



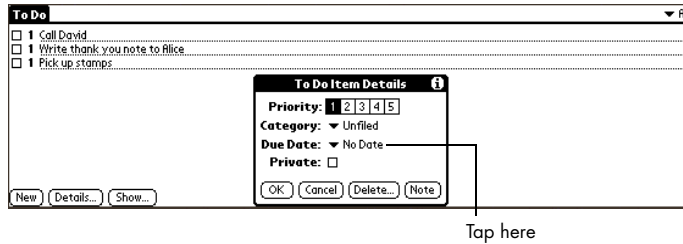
3. Enter a description. The text can be longer than one line.
4. (Optional) Tap the Priority number on the left side of the item and set the Priority number (1 is most important).

Note: When you create a new To Do List item, its priority is automatically set to level 1. If you select another item first, however, the item you create appears beneath the selected item with the same priority as the selected item.

Changing a To Do List item

1. Use the up or down arrow key to highlight the entry you want to change.

2. Tap the Details button.



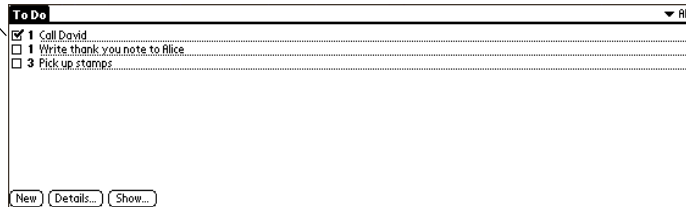
3. Tap the Due Date pick list and select a new date.
 - **Today:** Assigns the current date.
 - **Tomorrow:** Assigns tomorrow's date.
 - **One week later:** Assigns the date exactly one week from today.
 - **No Date:** Removes the due date from the item.
 - **Choose Date:** Opens the date selector, where you can choose any date that you want for the item.
4. Tap OK.

Tip: If you turn on the Show Due Dates option in the To Do Show Options dialog box, you can tap directly on the due date in the To Do List to open the Due Dates pick list.

Marking a To Do List item complete

- Tap the check box on the left side of the item.

Completed to do item



Tip: You can set the To Do List Show Options to record the date you complete an item, and you can choose to show or hide completed items.

Deleting a To Do List item

1. Tap the item you want to delete.
2. Press the **menu** key.
3. Under the Record menu, tap Delete Item.

Note: If you want to save a copy of the deleted item to an archive file in Palm Desktop software, select the check box in the confirmation dialog box.

4. Tap OK.

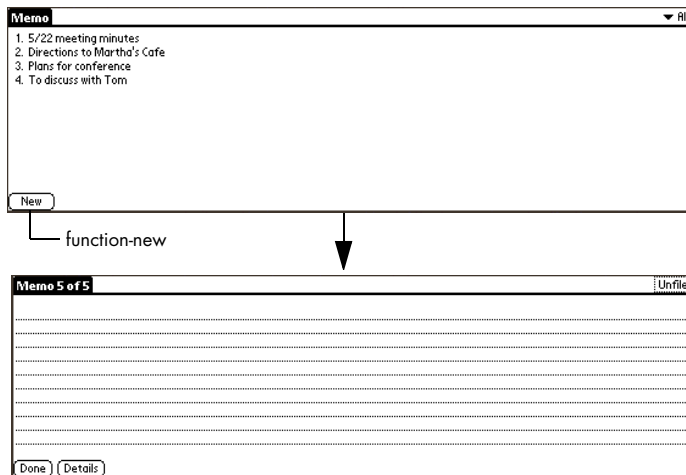
*Tip: You can also delete an item by opening the To Do Item Details dialog box, pressing **function-delete**..., and then pressing **function-ok**.*

Using Memo Pad

Memo Pad provides a place to store information that is not associated with Date Book, Address Book, or To Do List. A record in Memo Pad is called a “memo.” Each memo can contain up to 4,000 characters. The number of memos you can store is dependent only on Dana’s available memory.

Creating a memo

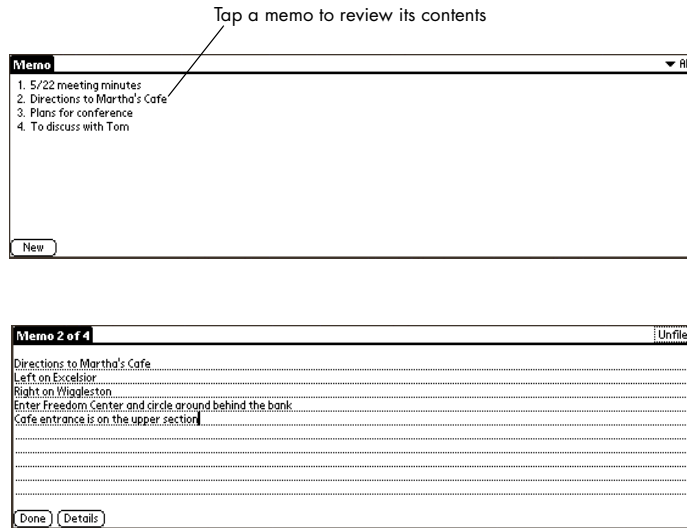
1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap on the Memo Pad icon.
3. Tap the New button.



4. Use your keyboard to enter the text you want to appear in the memo. Use the **enter** key to move down to new lines in the memo.
5. Tap the Done button.

Reviewing and changing a memo

1. Use the up or down arrow key to highlight the memo you want to review or change, then press the enter key.



2. Review or edit the text in the memo.
3. Tap the Done button.

Deleting a memo

1. In the Memo list, tap the memo you want to delete.
2. Press the menu key.
3. Under the Record menu, tap Delete Memo.

Note: If you want to save a copy of the deleted memo to an archive file in Palm Desktop software, select the check box in the confirmation dialog box.

-
4. Tap OK.

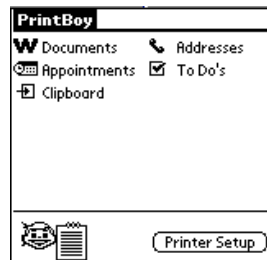
*Tip: You can also delete a memo by opening the Memo Details dialog box, pressing **function-delete**..., and then pressing **function-ok**.*

Printing from Date Book, Address Book, To Do List or Memo Pad

You can print records from the Address Book, To Do List, Memo Pad, and appointments from the Date Book. Printing files from many third-party applications is also supported including: spreadsheets, presentations, databases, and e-mail. For more information on supported applications and printers see the online manual - PrintBoyManual.pdf located in the PrintBoy folder under the Extras folder on the Palm Desktop for Dana software CD-ROM.

1. If you haven't already done so, complete the steps for "Printing Setup" on page 17.
2. Press the apps key repeatedly till you see ALL in the top right corner of the Applications Launcher.
3. Tap the Print icon.
4. Select the type of record you want to print.

Tap to select a record type



5. If you are printing via USB, connect one end of the USB cable to the Dana printer port and connect the other end of the cable to

the printer. If you are printing via infrared (IrDA), point Dana's IrDA port at the Printer's IrDA port.

6. Select a record and then tap the Print button.

Preferences and other settings

Many of Dana's settings and preferences can be adjusted to suit your needs. You can make changes to the Applications Launcher display, date and time settings including their formats, and general preferences like auto shutoff interval, alarm options, and sounds. You can also customize some of the keyboard settings.

Changing the Applications Launcher display

By default, the Applications Launcher displays each application as an icon. You can change the settings to show a list of applications.

1. Press the **apps** key.
2. Press the **menu** key.
3. Under the Options menu, tap Preferences.
4. Tap the View By pick list and select List.

***Tip:** You can return to the same category of applications each time you open the Applications Launcher by selecting the Remember Last Category check box.*

5. Tap OK.

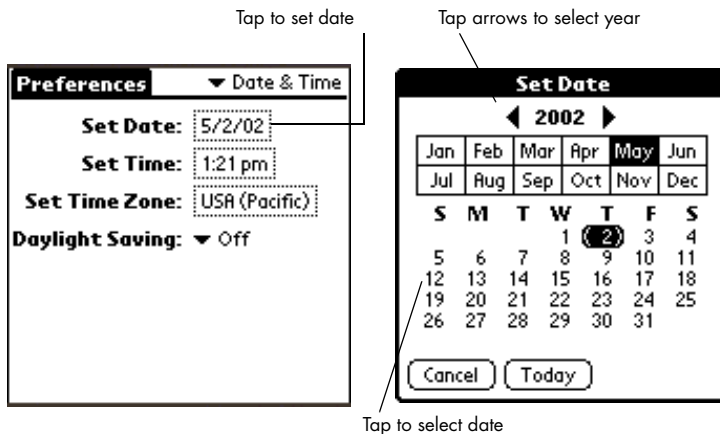
Setting Date and Time preferences

Use the Date and Time Preferences screen to set the date, time, time zone, and Daylight Saving option on Dana.

1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the Prefs icon.
3. Tap the pick list in the upper-right corner and select Date & Time.

To set the date:

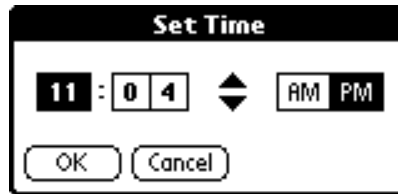
1. Tap the Set Date box.
2. Tap the arrows to select the current year.



3. Tap a month.
4. Tap the current date.

To set the time:

1. Tap the Set Time box.



2. Tap the up or down arrows in the dialog box to change the hour.
3. Tap each number of the minute, and then tap the arrows to change them.

Note: Dana can also display time based on a 24-hour clock. See "Changing Formats preferences" on page 49.

4. Tap OK.

To set the time zone:

1. Tap the Set Time Zone box.



2. Tap a time zone.

Tip: When you travel, changing the current time zone setting to a new time zone setting automatically resets the date and time on Dana.

3. Tap OK.

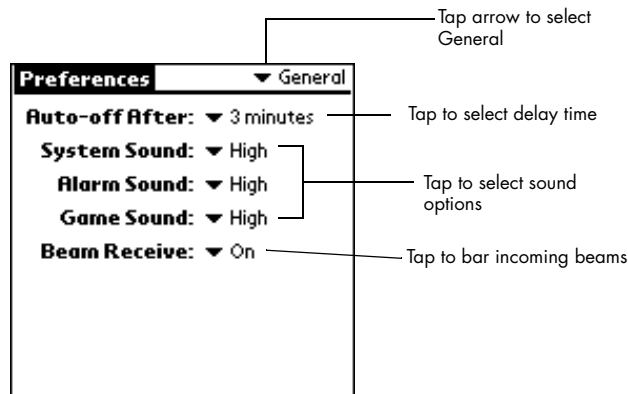
To set the daylight saving switch:

- Tap the Daylight Savings pick list, then select On or Off.

Setting General preferences

You can set Dana's auto shutoff interval, alarm options, and sounds. You can also prohibit anyone from beaming information to Dana.

1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the Prefs icon.
3. Tap the pick list in the upper-right corner and select General.

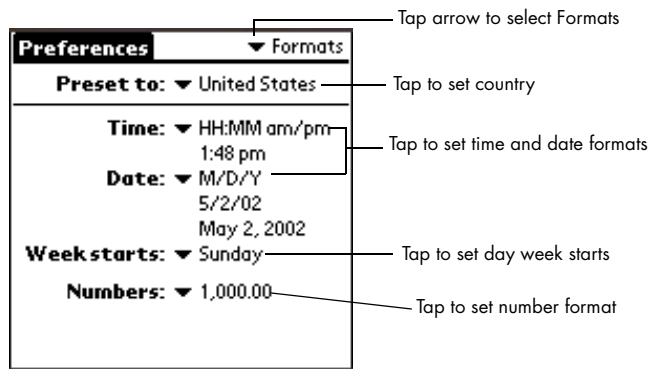


Note: You can set alarms to notify you of entries in your Date Book. See the Dana User's Guide for details.

Changing Formats preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on Dana.

1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the Prefs icon.
3. Tap the pick list in the upper-right corner and select Formats.



Note: For information on establishing more advanced settings (such as for keyboard layout), please check the Preferences section of the Dana User's Guide.

Customizing keyboard settings

There are several options you can choose to customize some general settings on the Dana keyboard.

Tab key option

You can choose how the tab key operates on Dana using the “Tab moves to the next field...” option. When this option is enabled,

pressing the tab key will move the cursor to the next field, while shift-tab will move it to the previous field. When this option is disabled, pressing the tab key will insert a tab character.

1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the Keyboard icon.
3. Tap the pick list in the upper-right corner and select General.
4. Tap the checkbox for “Tab moves to the next field...”.

Application shortcuts

Here you can choose which applications will launch when you press the **function** key at the same time as one of the File keys (F1-F8). You can return to the Assign Application Shortcuts screen at any time to re-assign keys or to return them to an unassigned state.

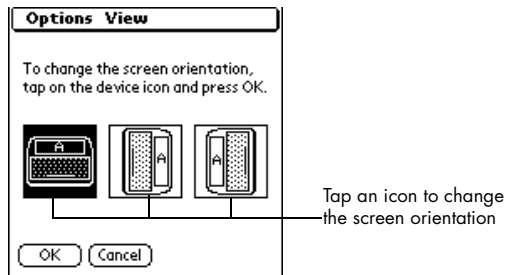
1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the Keyboard icon.
3. Tap the pick list in the upper-right corner and select App Shortcuts.
4. Tap the pick list next to a function+file key combination, then tap the application you want to assign.

Rotating the screen

Dana's screen can be rotated using the screen application, so that applications can be viewed either horizontally or vertically. Viewing the screen vertically can be more convenient for tasks like filling out forms or reading an ebook.

1. Press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the Screen icon.

-
3. Tap an icon to change the screen orientation.



4. Tap the OK button.

Beaming information

You can use the IrDA (infrared) port on Dana to beam the following information to another Dana, IrDA-equipped Palm OS organizer, or IrDA-equipped printer.

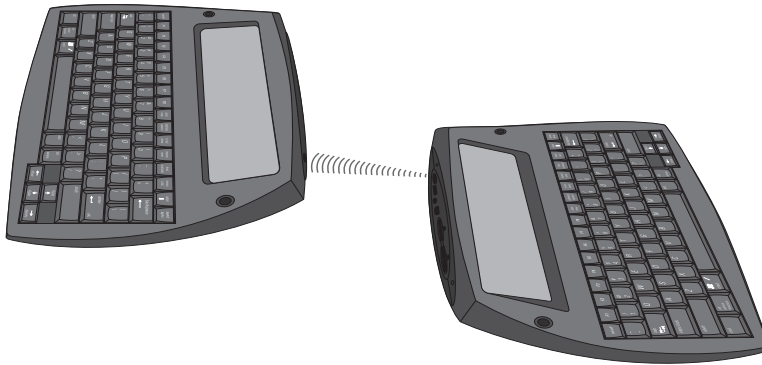
- The file or record currently displayed in AlphaWord (if installed on the other device), Date Book, Address Book, To Do List or Memo Pad.
- All records of the category currently displayed in Address Book, To Do List, or Memo Pad.
- A special Address Book record you designate as your business card that contains information to exchange with business contacts.
- An application installed in RAM memory or on an expansion card.
- AlphaWord files to an IrDA-capable printer or IrDA-capable computer.

Beaming data

1. Select the item or category to beam.
2. Press the **send** key.

***Note:** In AlphaWord the **send** key is used to send plain text to a computer. To beam an AlphaWord file, select **Beam Doc** under the **File** menu.*

-
3. When the Beam Status dialog box appears, point the IrDA port on the top of Dana at the receiving IrDA port.



Tip: You can also beam data by selecting the appropriate beam command from the Record menu.

4. Wait for the Beam Status dialog box to indicate the transfer is done.

Beaming applications

1. Press the **apps** key.
2. Press the **send** key.
3. Tap the Beam from pick list, and then select Dana or Card. To beam an application from a card, you must have a card inserted into the expansion card slot.
4. Tap the application you want to transfer.
5. Tap Beam.
6. When the Beam Status dialog box appears, point the IrDA port on the top of Dana at the receiving IrDA port.
7. Wait for the Beam Status dialog box to indicate the transfer is done.

Receiving beamed information

1. Turn on Dana.
2. Point the IrDA port on the top of Dana at the sending IrDA port.
3. When the Beam Status dialog appears, tap Yes.

Beaming your business card

1. Create an Address Book entry with your business card information.
2. Press the **menu** key.
3. Under the Record menu, tap Select Business Card.
4. Tap the Yes button.
5. Press the **address** key for about two seconds to beam your business card.

*Note: Once you complete steps 1 through 4, you do not need to repeat this process. Simply press the **address** key for about two seconds to beam your business card.*

Beaming tips

- For best results, hold Dana and the other Dana, IrDA-equipped handheld or printer between 4 and 39 inches apart, and keep the path between the two devices clear of obstacles.
- Some applications are copy-protected and cannot be beamed. These are listed with a lock icon next to them.
- You can set the full-screen pen stroke to beam the current entry. See the *Dana User's Guide* for details.

Installing applications

You can install a variety of additional applications on Dana or on an expansion card that is seated in one of the expansion card slots during

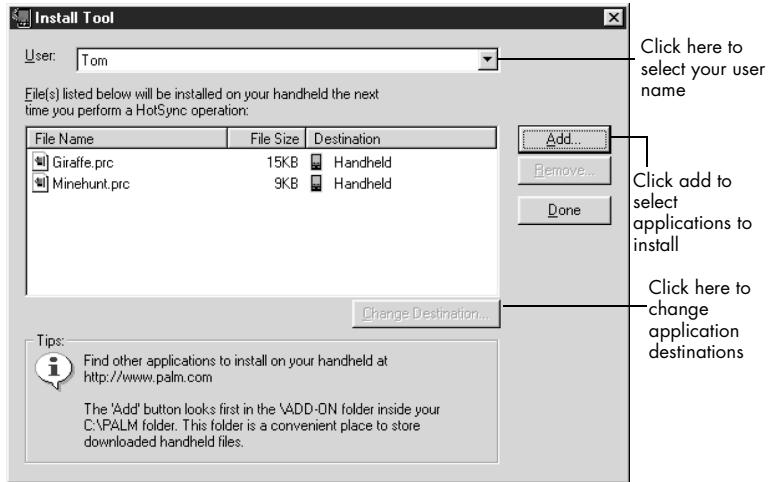
a HotSync operation. To learn about more add-on applications, go to www.alphasmart.com.

***Note:** Any application that you install on Dana resides in RAM memory; you can delete them at any time.*

Installing applications using a PC

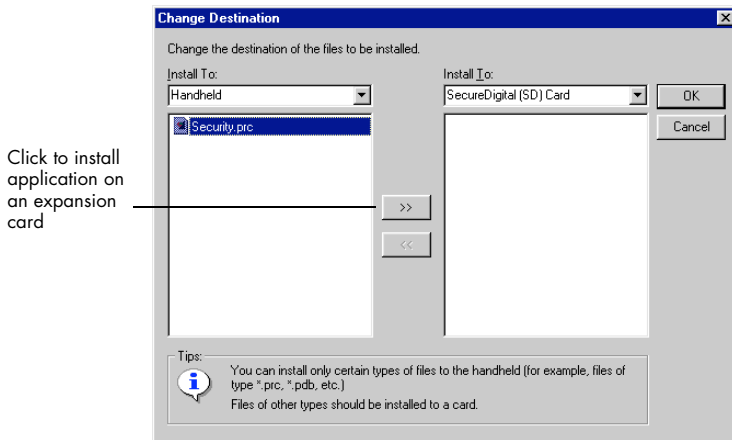
1. Copy the application you want to install into the Add-on folder under the Palm folder on your computer. (If the application is compressed, expand it into this folder.)
2. Double-click the Palm Desktop icon on your desktop.
3. Click Install, then Click Add.

***Tip:** You can also launch install by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a PRC, PDB, or PNC file extension.*



4. When the Open dialog box appears, select the application(s) you want to install on Dana or an expansion card and then click Open.
5. If you need to change the destination of the application you are installing, click Change Destination on the Install Tool window, and

then use the arrows to move applications between Dana and an optional expansion card.



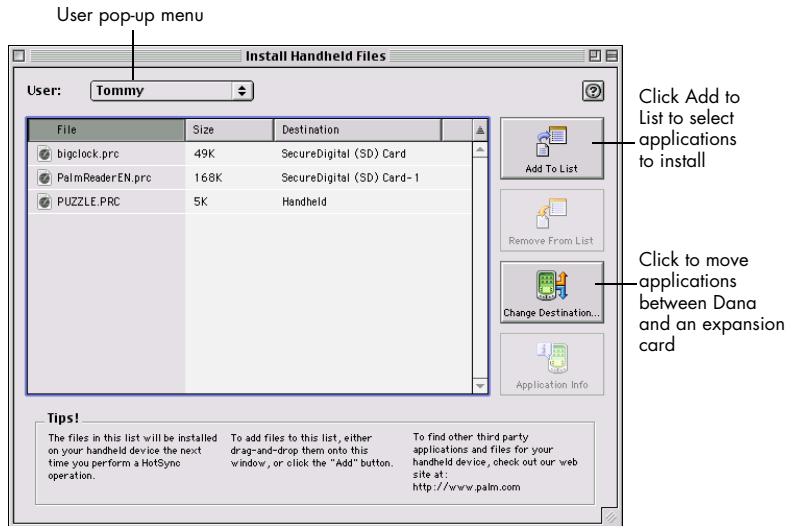
6. Click OK to close the Change Destination window.
7. Click Done to close the Install Tool window.
8. Perform a HotSync operation to install the selected application(s).

Installing applications using a Macintosh computer

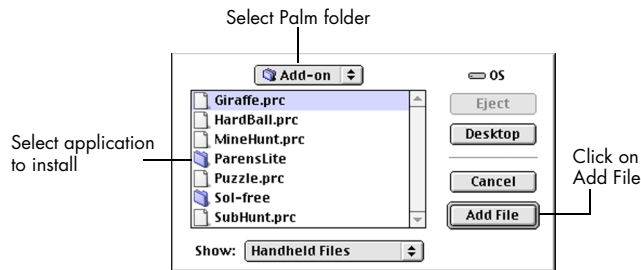
1. Copy or download the application you want to install into the Palm folder on your Macintosh.

***Note:** If the software is compressed, expand it into this folder.*

2. Double-click the Hotsync Manager icon in the Palm folder.
3. From the HotSync menu, choose Install Handheld Files.

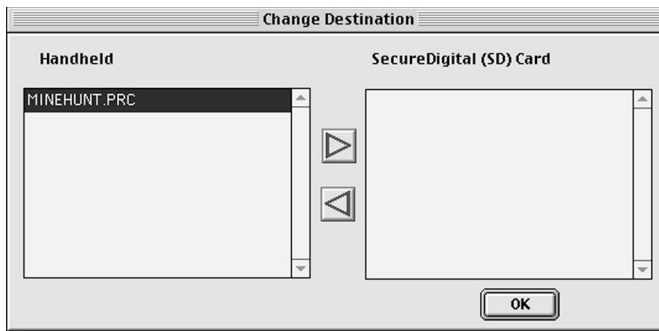


4. From the User pop-up menu, select your user name.
5. Click Add to List.



6. Select the Palm folder from the pop-up menu.
7. Select the application you want to install.

-
8. Click Add File to add the selected application to the Install Handheld Files list.
 9. If you need to change the destination of the application you are installing, click Change Destination on the Install Handheld Files window, and then use the arrows to move applications between Dana and an optional expansion card.



10. Click OK to close the Change Destination window.
11. Close the Install Handheld Files window.
12. Perform a HotSync operation to install the selected application(s) on Dana.

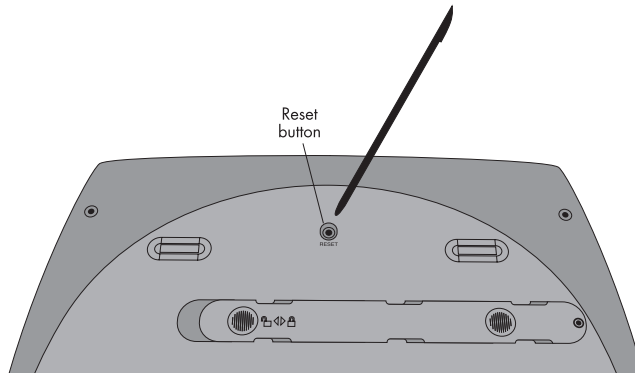
Resetting Dana

If Dana does not respond to the keyboard or tapping the screen, you need to perform a reset to get Dana running again.

Performing a soft reset

A soft reset tells Dana to stop what it's doing and start over again while retaining all records and entries stored in Dana.

-
- Use the stylus (or similar object without a sharp tip) to gently press the reset button inside the hole on the back panel of Dana.



Performing a hard reset

***Important:** With a hard reset, all files, records and entries stored in Dana are erased. Never perform a hard reset unless a soft reset does not solve your problem. You can restore any data previously synchronized with your computer during the next HotSync operation.*

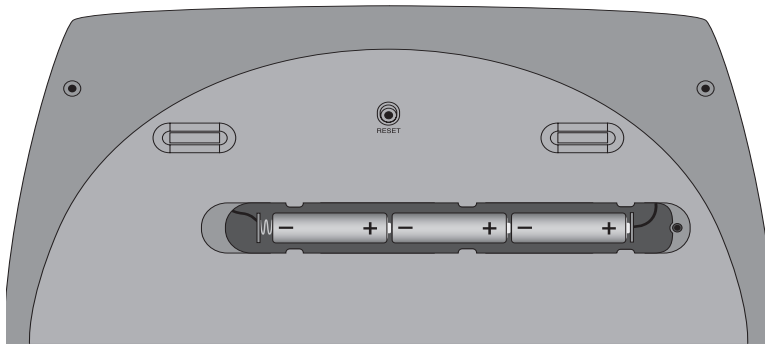
1. While holding down the **on/off** key, use the stylus (or similar object without a sharp tip) to gently press and release the reset button
2. Wait for the Palm logo to appear and release the **on/off** key.
3. A warning will appear that you are about to erase all the data stored on Dana. Either press the up arrow key to complete the hard reset, or press the memo key to perform a soft reset.

Installing alkaline batteries

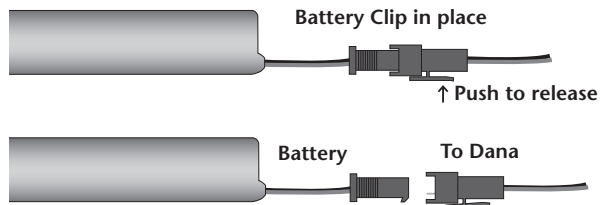
If there is a situation where you are unable to recharge Dana using the USB cable or AC adapter, Dana will also operate using 3 AA batteries.

-
1. Turn Dana off.
 2. Remove optional screw (if installed).
 3. Slide the battery door to the left and lift it off.
 4. Remove the rechargeable battery but **DO NOT** unclip it.
 5. Place 3 AA alkaline batteries in the battery compartment (positive to right).

Warning: To avoid data loss when changing alkaline batteries, always turn Dana off before removing the batteries and replace the batteries within 30 seconds.



6. Unclip the rechargeable battery.



7. Replace the battery door and slide it to the right to lock it in place.

Using expansion cards

Dana has 2 card slots that accepts Secure Digital (SD) or MultiMedia Card (MMC) expansion cards. These enable you to add additional software applications or hardware. You can also use an expansion card to back up data when it is inconvenient to perform a HotSync operation.

Inserting an expansion card

1. Hold Dana securely.
2. Insert the card into the expansion card slot, following the direction indicated by the expansion card icon on the top of Dana.
3. Use your thumb to push the card into the expansion slot. When you feel the card lock and hear the system sound, the card is properly seated within the slot.



Removing an expansion card

1. Hold Dana securely.
2. Use your thumb to lightly push against the top of the card, following the direction indicated by the expansion card icon on the top of Dana. The expansion card slot releases the card, and Dana plays the system sound.
3. Remove the card from the expansion card slot.

***Note:** Dana comes with dummy cards seated within the expansion card slots. To prevent debris from entering and damaging the slots, we suggest that you leave the dummy cards seated when you are not using an expansion card.*

Frequently Asked Questions

If you encounter a problem with your Dana, try the suggestions in this section, and the suggestions in the “Frequently Asked Questions” chapter in the *Dana User’s Guide* before contacting Technical Support.

If you are still having problems, please contact us using the technical support contact information listed on page 83.

***Note:** There are thousands of third-party applications available for Palm OS® devices like Dana. For questions and support on these non-AlphaSmart applications, please contact the software developer directly.*

I don’t see anything on my Dana screen

1. Press the on/off key to ensure your Dana is turned on.

-
2. Press the **function-contrast** key. If the Contrast dialog box appears, adjust the contrast by holding down the **function-up arrow** key for a few seconds. If this doesn't work, hold the **function-down arrow** key for a few seconds.
 3. Make sure the battery is properly charged.
 4. Perform a soft reset. Use the tip of the stylus (or similar object without a sharp tip) to gently press the reset button on the back of Dana.
 5. If Dana still doesn't turn on, perform a hard reset by holding down the on/off key while doing a soft reset. Wait for the Palm logo to appear, then release the on/off key. If you want to continue and erase all your data, press the up arrow key.

***Important:** With a hard reset, all records and entries stored in Dana are erased. Never perform a hard reset unless a soft reset does not solve your problem. You can restore any data previously synchronized with your computer during the next HotSync operation. See the Dana User's Guide for instructions on restoring your data.*

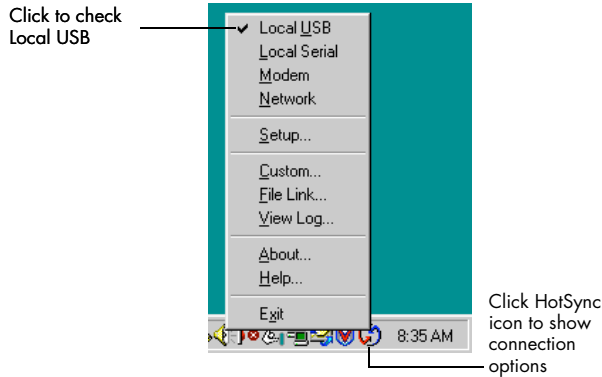
I can't complete a HotSync operation

The first step in diagnosing HotSync problems is to determine if Dana and the computer are able to communicate with each other.

1. Connect the USB cable to Dana.
2. Confirm that HotSync Manager is running and enabled on the computer.

Windows

On the Windows desktop, double-click the Palm Desktop icon, click the HotSync icon on the taskbar and make sure Local USB is checked on the menu. If not, click it to insert a check mark.



Macintosh

Double-click the HotSync Manager icon in the Palm folder. Click the HotSync Controls tab and make sure the Enabled option is selected.

HotSync on Macintosh or PC

1. Press the **function-sync** keys on Dana.
2. Watch your monitor to see if the HotSync Progress dialog box appears (you may also hear the HotSync tones on Dana).

If the HotSync Progress dialog box does **not** appear, Dana and the computer are not communicating. See “Troubleshooting communication problems” later in this chapter.

If the HotSync Progress dialog box appears, Dana and the computer are communicating. See “Troubleshooting data synchronization problems” later in this chapter.

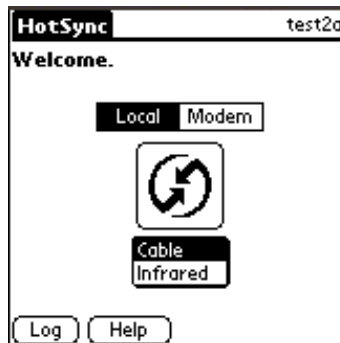
Troubleshooting communication problems

Check your connections:

1. Check the contact points on Dana and on the USB cable and make sure they are clean and free from obstruction.
2. Check the USB cable connection on Dana and on the back of your computer to make sure it is properly attached.
3. Perform a HotSync operation. Continue if you're still having problems.

Check Dana settings:

1. Turn on Dana and press the **apps** key repeatedly till you see ALL in the top right corner of the Applications Launcher.
2. Tap the HotSync icon.
3. Make sure Local is highlighted above the HotSync icon and select Cable from the pick list below the HotSync icon.



4. Press **function-sync** to perform a HotSync operation. Continue if you're still having problems.

Check your Windows 2000/XP computer settings:

1. Right-click the My Computer icon on your Desktop and select Properties.
2. Click the Hardware tab, and then click Device Manager.
3. Click Ports.
4. If the port you are using for the USB cable shows an exclamation point, you have a hardware conflict. To resolve this, consult the documentation that came with your computer.

Check your Macintosh settings:

1. Make sure you are using Mac OS 9 or newer.
2. Double-click the HotSync Manager in the Palm folder.
3. Click the Connection Settings tab.
4. Make sure USB is selected and that the connection setting matches where your USB cable is attached.

Troubleshooting data synchronization problems

If your data does not appear on Dana and in the Palm Desktop software after a HotSync operation, try the steps in this section.

***Note:** If you are attempting to synchronize with applications other than the Palm Desktop software (e.g., Microsoft Outlook, Lotus Notes, etc.) using a third-party conduit, please consult the documentation that was provided with that application.*

Check your desktop configuration:

1. Make sure you selected the user name that matches your Dana.
2. Make sure the date on your computer matches the date on your Dana.

Check the HotSync log:

1. Open the HotSync log.

Windows

Click the HotSync icon on the taskbar and select View Log from the menu.

Macintosh

Double-click the HotSync Manager in the Palm folder and choose View Log from the HotSync menu.

2. Ensure that all applications are marked OK. If not, continue to the next section to check your conduit settings.

Check your conduit settings on a Windows computer:

1. Click the HotSync icon on the taskbar and select Custom.
2. Select the user name that matches the Dana you are attempting to synchronize.
3. Ensure that the application conduits (other than Backup and Install) are set to Synchronize the Files.

Check your conduit settings on a Macintosh:

1. Double-click the HotSync icon in the Palm folder.
2. From the HotSync Manager menu, choose Conduit Settings.
3. Select the user name that matches the Dana you are attempting to synchronize.
4. Ensure that the application conduits (other than Install) are set to Synchronize the Files.

Online Help and additional information

For more information about using Dana, see the following:

-
- This guide, *Getting Started with Dana*, provides instructions on performing basic tasks on your electronic notebook.
 - The online handbook, *Dana User's Guide* (DanaUsersGuide.pdf), provides comprehensive instructions on using Dana and the Palm applications that come with it.
 - The online help for Palm Desktop software. To access the online help, go to the Help menu in Palm Desktop software.
 - Additional resources for use with Dana including a file that contains Holidays (for the Macintosh) can be found at www.alphasmart.com.

Windows

Open the DanaInfo folder inside the Palm folder on your computer, and then double-click the DanaUsersGuide.pdf file.

Macintosh

Open the DanaInfo folder inside the Palm folder on your computer, and then double-click the DanaUsersGuide.pdf file.

***Note:** If the DanaUsersGuide file does not open, then you need to install Adobe Acrobat from the Palm Desktop for Dana Software CD-ROM.*

Windows

Open the Acrobat Reader folder and then double-click the rp505enu.exe file.

Macintosh

Open the Acrobat Reader folder and then double-click the Acrobat Reader Installer.

APPENDIX A Keyboard Navigation

You can use the keyboard to launch applications, move around in applications and menus, and select on-screen buttons and controls. See the tables below for the full range of keyboard functions.

Note: Any key commands that use a “two-key” command separated by a hyphen (i.e. function-calc) are executed by pressing the indicated keys simultaneously.

The table below displays the key combinations used to launch applications directly from the keyboard

TABLE 1. Application Shortcut Keys

apps	Goes home to the Applications Launcher
date	Launches Date Book
address	Launches Address Book
to do	Launches To Do List
memo	Launches AlphaWord
find	Launches Find
send	Beams the selected item or category. In AlphaWord, sends the current file to a computer (via USB or IrDA to AlphaBeam).
function-calc	Launches Calculator
function-contrast	Launches screen contrast controls
function-sync	Performs a HotSync operation
function-F1-F8	Launches application of choice (see “Application shortcuts” on page 50 for more details)

The table below displays the key combinations used to navigate between records or fields in open applications. The term “records” is used to refer to an individual item in any of the basic applications: a single Date Book event, Address Book entry, To Do List item, or Memo Pad memo.

TABLE 2. Field/Record Navigation

down arrow	In a list of records, moves to next record
up arrow	In a list of records, moves to previous record
tab or function-shift-down arrow	Moves to next field (tab works only when enabled - to enable tab see “Tab key option” on page 49)
shift-tab or function-shift-up arrow	Moves to previous field (shift-tab works only when enabled)
function-up arrow	Moves to previous record/ Page up
function-down arrow	Moves to next record/Page down

The table below displays the key combinations used to select on-screen buttons and controls. You can select a button by using its shortcut key, or you can press **function-tab** till the button or control is highlighted, and then without releasing the **function** key press the **enter** key. If after pressing **function-enter** a list comes up, then without releasing the **function** key use the up or down arrow key to move up or down the list

Tip: When manipulating controls that require more than one step (for example a list that drops down), the function key should not be released until all the steps are completed.

TABLE 3. Selecting On-screen Buttons and Controls


function-tab	Cycles through available buttons and controls
function-enter	Pushes highlighted button or selects highlighted control
function-up arrow	Moves up a list brought up by function-enter
function-down arrow	Moves down a list brought up by function-enter
function-right arrow	Moves slider control right
function-left arrow	Moves slider control left
function-new	Pushes the new button
function-cancel or esc	Pushes the cancel button
function-done	Pushes the done button
function-note	Pushes the note button

TABLE 3. Selecting On-screen Buttons and Controls

function-ok	Pushes the ok button
function-show	Pushes the show button
function-details	Pushes the details button
function-Delete...	Pushes the Delete... button
ctrl-cmd-letter	Pushes the button where letter specifies a unique letter in the button

The table below displays menu navigation commands.

TABLE 4. Menu Navigation

menu	Brings up the menu
right arrow or space bar	Moves to next menu
left arrow or backspace	Moves to previous menu
down arrow	Moves down menu
up arrow	Moves up menu
enter	Executes highlighted menu item
cmd-tab	Brings up the command toolbar
cmd-menu shortcut letter (i.e.  C for Edit Copy)	Executes appropriate menu item

APPENDIX B

**International and
Special Characters**

The Dana keyboard is capable of the full range of special characters and typographical options available in the Palm OS. The tables below display the keyboard commands that produce these characters.

Note: Any key commands that use a “two-key” command separated by a hyphen (i.e. function-^) are executed by pressing the indicated keys simultaneously.

TABLE 1. Diacritical Characters

Character	Standard Keystroke(s)	Notes
á	a key followed by Function-"	acute accent
é	e key followed by Function-"	acute accent
í	i key followed by Function-"	acute accent
ó	o key followed by Function-"	acute accent
ú	u key followed by Function-"	acute accent
Á	A key followed by Function-"	acute accent
É	E key followed by Function-"	acute accent
Í	I key followed by Function-"	acute accent
Ó	O key followed by Function-"	acute accent
Ú	U key followed by Function-"	acute accent
à	a key followed by Function~~	grave accent
è	e key followed by Function~~	grave accent
ì	i key followed by Function~~	grave accent

TABLE 1. Diacritical Characters

ò	o key followed by Function-~	grave accent
ù	u key followed by Function-~	grave accent
À	A key followed by Function-~	grave accent
È	E key followed by Function-~	grave accent
Ì	I key followed by Function-~	grave accent
Ò	O key followed by Function-~	grave accent
Ù	U key followed by Function-~	grave accent
â	a key followed by Function-^	circumflex accent
ê	e key followed by Function-^	circumflex accent
î	i key followed by Function-^	circumflex accent
ô	o key followed by Function-^	circumflex accent
û	u key followed by Function-^	circumflex accent
Â	A key followed by Function-^	circumflex accent
Ê	E key followed by Function-^	circumflex accent
Î	I key followed by Function-^	circumflex accent
Ô	O key followed by Function-^	circumflex accent

TABLE 1. Diacritical Characters

Û	U key followed by Function-^	circumflex accent
ä	a key followed by Function-:	dieresis accent
ë	e key followed by Function-:	dieresis accent
ï	i key followed by Function-:	dieresis accent
ö	o key followed by Function-:	dieresis accent
ü	u key followed by Function-:	dieresis accent
ÿ	y key followed by Function-:	dieresis accent
Ä	A key followed by Function-:	dieresis accent
Ë	E key followed by Function-:	dieresis accent
Ï	I key followed by Function-:	dieresis accent
Ö	O key followed by Function-:	dieresis accent
Ü	U key followed by Function-:	dieresis accent
Ÿ	Y key followed by Function-:	dieresis accent
ã	a key followed by Function-Shift-~	tilde accent
ñ	n key followed by Function-Shift-~	tilde accent
õ	o key followed by Function-Shift-~	tilde accent
Ã	A key followed by Function-Shift-~	tilde accent
Ñ	N key followed by Function-Shift-~	tilde accent
Õ	O key followed by Function-Shift-~	tilde accent
å	a key followed by Function-(dot accent

TABLE 1. Diacritical Characters

Å	A key followed by Function-(dot accent
---	------------------------------	------------

TABLE 2. Special Characters

Character	Standard Keystroke(s)	Notes
ø	Function-o	
Ø	Function-Shift-o	
°	Function-d	
™	Function-t	
®	Function-r	
©	Function-g	
ç	Function-c	
Ç	Function-Shift-c	
§	Function-s	
¶	Function-\	
æ	Function-a	
Æ	Function-Shift-a	
•	Function-w	

TABLE 3. Punctuation

Character	Standard Keystroke(s)	Notes
¿	Function-/	
¡	Function-1	

TABLE 3. Punctuation

»	Function-.	Function key and period key
«	Function-,	Function key and comma key
‘	Function-[
’	Function-]	
“	Function-Shift-[
”	Function-Shift-]	

TABLE 4. Accents

Character	Standard Keystroke(s)	Notes
` (grave accent)	`	
^ (circumflex)	Shift-^	
~ (tilde)	Shift-~	

TABLE 5. Currency

Character	Standard Keystroke(s)	Notes
€	Function-e	
£	Function-p	
¢	Function-5	
⌘	Function-j	
¥	Function-y	
\$	Shift-4	

TABLE 6. Math

Character	Standard Key-stroke(s)	Notes
$\frac{1}{2}$	Function-2	
$\frac{1}{4}$	Function-4	
$\frac{3}{4}$	Function-3	
\div	Function- -	Function key and hyphen key
\pm	Function-=	
f	Function-f	

TABLE 7. Greek

Character	Standard Keystroke(s)	Notes
β	Function-b	beta or German Sharp S
μ	Function-u	mu

APPENDIX C

Warranty and Guarantee

Warranty

AlphaSmart, Inc. warrants the Dana keyboard and display to be free from defects in materials and workmanship from the date of purchase for a period of one year in the United States or two years in the European Union.

For rechargeable devices, AlphaSmart, Inc. warrants the rechargeable battery to be free from defects for 90 days from the date of original purchase.

During this period, if a defect should occur, AlphaSmart, Inc. will, at its option, repair or replace Dana at no charge to you, provided that it is returned during the warranty period to AlphaSmart, Inc. or one of its authorized dealers. This warranty does not apply if Dana has been damaged by accident or abuse, or modified without the written permission of AlphaSmart, Inc., or if the serial number has been removed or defaced.

There are no other warranties, expressed or implied. AlphaSmart, Inc. accepts no responsibility for consequential damages, including, but not limited to, loss of profit or benefits.

Guarantee

AlphaSmart, Inc. will refund your money in full (less original shipping charges) if the items are returned in original condition within 30 days of customer receipt of items.

APPENDIX D Contact Information and Return Procedures

Sales and Technical Support Contact Information

U.S.:

For technical questions or problems, please contact us by:

- Phone: (888) 274-2720
- Fax: (877) 730-2158
- Email: support@alphasmart.com
- Web: <http://www.alphasmart.com/support/index.html>

For general information, sales questions, or to purchase AlphaSmart products, contact us by:

- Phone: (888) 274-0680
- Email: info@alphasmart.com
- Web: www.alphasmart.com

UK, Europe, Middle East and Africa:

For technical questions, contact AlphaSmart UK Technical Support by:

- Phone (inside the UK): 0870 120 0718
- Phone (outside the UK): +44 870 120 0718
- Email: UK-help@alphasmart.com
- Web: <http://www.alphasmart.eu/support.html>

For general information, sales questions, or to purchase AlphaSmart products, contact us by:

- Email: europe@alphasmart.info
- Web: <http://www.alphasmart.eu> (select your country to access contact information)

Asia/Pacific, Canada, Latin America:

For technical support, please contact your local reseller. Contact information for AlphaSmart resellers is available on the AlphaSmart International Website at

<http://www.alphasmart.com/international/apcla.html>

If you do not have a local reseller, please contact AlphaSmart Technical Support by:

- Phone: (888) 274-2720
- Fax: 877-730-2158
- Email: support@alphasmart.com
- Web: <http://www.alphasmart.com/support/index.html>

Return Procedures

U.S.:

If you have a problem with your Dana, first read the Frequently Asked Questions section in this manual. If this doesn't solve your problems, then use the following steps for help.

1. Contact technical support using the contact information listed on page 83. Eighty percent of all problems can be solved by e-mail or over the phone.
2. If the unit does need to be returned to the factory for repair, it must be assigned an RMA (Return Material Authorization) number before it is returned in order to track the unit. To receive an RMA number, contact technical support using the contact information listed on page 83 with the following information:
 - a. a detailed description of the problem.
 - b. the serial number of the unit.
 - c. your name and the address where the unit should be returned.

Only AlphaSmart, Inc. can assign RMA numbers. If a Dana is returned without an RMA number, it will delay the repair and increase the chance that it could become lost. Please ship the Dana with a reliable shipper. AlphaSmart, Inc. will not be held responsible for units that are lost (in shipment from a customer), or that are returned without an RMA number.

3. Write the RMA number on the outside and inside of the box. Also on the inside, tape a short, detailed note to the Dana explaining the problem (include the RMA number).
4. Ship the damaged Dana to the address given when you receive your RMA number. You will be sending the Dana to a repair center, not the AlphaSmart, Inc. office.

Your repaired Dana will be returned to you within two weeks of receipt. If damages are due to accident or abuse, you will be charged a fee for the parts replaced, as well as a repair handling fee.

UK, Europe, Middle East and Africa:

If you have a problem with your Dana, first read the Frequently Asked Questions section in this manual. If this doesn't solve your problems, then use the following steps for help.

1. Contact technical support using the contact information listed on page 83. Eighty percent of all problems can be solved by e-mail or over the phone.
2. If the unit does need to be returned to the factory for repair, it must be assigned an RMA (Return Material Authorization) number before it is returned in order to track the unit. To receive an RMA number, contact technical support using the contact information listed on page 83 with the following information:
 - a. a detailed description of the problem.
 - b. the serial number of the unit.
 - c. your name and the address where the unit should be returned.

Only AlphaSmart, Inc. can assign RMA numbers. If a Dana is returned without an RMA number, it will delay the repair and increase the chance that it could become lost. Please ship the Dana with a reliable shipper.

AlphaSmart, Inc. will not be held responsible for units that are lost (in shipment from a customer), or that are returned without an RMA number.

3. Write the RMA number on the outside and inside of the box. Also on the inside, tape a short, detailed note to the Dana explaining the problem (include the RMA number).
4. Ship the damaged Dana to the address given when you receive your RMA number. You will be sending the Dana to a repair center, not the AlphaSmart, Inc. office.

Your repaired Dana will be returned to you within two weeks of receipt. If damages are due to accident or abuse, you will be charged a fee for the parts replaced, as well as a repair handling fee.

Asia/Pacific, Canada, Latin America:

If you have a problem with your Dana, first read the Frequently Asked Questions section in this manual. If this doesn't solve your problems, then use the following steps for help.

1. Contact technical support using the contact information listed on page 83. Eighty percent of the problems can be solved by e-mail or over the phone.
2. If the unit needs to be returned to the factory for repair, please ship the unit with a reliable shipper using the contact information listed on page 84 with the following information:
 - a. a detailed description of the problem.
 - b. the serial number of the unit.
 - c. your name and address where the units should be returned.

AlphaSmart, Inc. will not be responsible for units that are lost (in shipment from a customer).

3. On the inside of the box, tape a short, detailed note to the Dana explaining the problem as well as the country you are sending it from.
4. Ship the damaged Dana to the address given to you when you contacted Technical Support.

A

- AC adapter 4
- Address Book 30
 - Changing an Address Book entry 31
 - Creating an Address Book entry 30
 - Deleting an Address Book entry 32
- Alarm options 48
- AlphaWord
 - Controls 22
 - Creating an AlphaWord document 14
 - Deleting a document 25
 - Editing an AlphaWord document 24
 - Keyboard commands 23
 - Transferring a document to AlphaWord 21
 - Transferring a document to your computer 19
- Application shortcuts 50
- Applications Launcher 29
 - Changing Applications Launcher display 45
- Auto shutoff interval 48

B

- Backlight 6
- Batteries
 - Installing alkaline batteries 61
 - Rechargeable battery 4
- Beaming 53
 - Beaming applications 54
 - Beaming data 53
 - Beaming tips 55
 - Beaming your business card 55
 - Receiving beamed information 55

C

- Charging Dana 4
- Connecting Dana to a computer 11
- Contrast 7

D

- Date Book 32
 - Calendar view 36

- Creating a repeating or continuous event 35
- Creating an event 32
- Creating an untimed event 33
- Deleting an event 37
- Rescheduling an event 36
- Daylight saving switch 48

E

- Expansion cards 63

F

- F1-F8 13
- First time set up 4
- Fonts 25
- Frequently Asked Questions 64

H

- Hard reset 61
- HotSync 11

I

- Infrared 1
- Infrared printing 18
- Installing applications 55
- Installing desktop software 8
- IrDA printing 18

J

- Justification 22

K

- Keyboard navigation
 - Field/Record navigation 72
 - Menu navigation 73
 - Selecting on-screen buttons and controls 73
- Keyboard settings 49

L

- Launching applications 29

M

- Memo Pad 42
 - Creating a memo 42
 - Deleting a memo 43
 - Reviewing and changing a memo 43
- MultiMedia Card 63

P

- Palm Applications 3
- Palm Desktop software 9
- Paragraph formatting 22
- Password 27
- Preferences 45
 - Changing Formats preferences 49
 - Setting Date and Time preferences 45
 - Setting General preferences 48
- Printing 18

R

- Resetting Dana 60
- Rotating the screen 50

S

- Secure Digital Card 63
- Soft reset 60
- Spell Check 15
- Synchronizing data with HotSync 11

T

- Tab key option 49
- Text transfer to a computer 20
- Thesaurus 16
- Time zone 47
- To Do List 38
 - Changing a To Do List item 39
 - Creating a To Do List item 39
 - Deleting a To Do List item 41
 - Marking a To Do List item complete 41

U

- Upgrading from a Palm OS handheld 7
- USB cable 11

W

- WritePad 5